



**MEMORANDUM**

**ACADEMIC SENATE POLICY**

May 2, 2018

**TO:** Leslie Wong, President  
San Francisco State University

**FROM:** Nancy Gerber, Chair  
Academic Senate *NCG*

**RE:** Senate Policy S18-265: Graduate Council

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**SOURCE COMMITTEE:**

Executive Committee

**SENATE ACTION:**

At its meeting on Tuesday, May 1, 2018, the Academic Senate approved **S18-265: Graduate Council** policy.

We solicit your concurrence. Thank You.

**cc:** Meg Gorzycki, Faculty Development Consultant  
Daniel Ojeda, University Council  
Mi-Sook Kim, Interim Dean, Graduate Studies  
Jennifer Shea, Chair, Graduate Council

**ec:** All College Deans, Associate Deans, and Department Chairs

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**PRESIDENTIAL ACTION**

**APPROVED:** *Leslie Wong* Date: *5-9-18*  
Leslie E. Wong  
President





# SAN FRANCISCO STATE UNIVERSITY

Policy #: S18-265  
Supersedes: S12-265  
Senate Approval: 05/01/2018  
Presidential Approval: XX/XX/20XX  
Effective: Fall 2018  
Last Review: Spring 2018  
Next Review: Spring 2028

## Graduate Council/Executive Committee

### Abstract

The Graduate Council serves as the primary advisor to the Dean of Graduate Students and other administrators in the broad area related to graduate education.

**Key Words:** Graduate Council, Graduate Studies,

### Author/Source

Graduate Council and Executive Committee

### Responsible Unit

Academic Senate and Division of Graduate Studies

### History

Version	Approved	Revisions(s)
2	05/01/2018	<ul style="list-style-type: none"><li>• Adds a representative from the Faculty Affairs Committee</li><li>• Clarifies that there are two faculty representatives apart from those from the college elected representatives and that they are appointed by the Academic Senate</li><li>• Clarifies that the purpose of the additional two representatives is to ensure broad representation across disciplines, which have been adjusted to reflect the current college structure.</li></ul>
1	05/01/2012	Original

## I. Policy

The Graduate Council is an all-University Committee.

1. The Graduate Council shall serve as the primary advisory body to the Dean of Graduate Studies and University-wide administrators in the broad areas related to graduate education.
2. The Graduate Council shall serve the University's graduate advisors, coordinators, and department chairs by providing a forum for communication among those involved in post-baccalaureate education. Graduate Council members will:
  - a. Attend scheduled Graduate Council meetings each semester.

- b. Within the processes of the college structures, share and gather information about graduate issues from department chairs, graduate coordinators, and the college deans.
  3. The Graduate Council may initiate policy recommendations related to graduate studies and graduate programs, which it will refer to the Academic Senate and other appropriate University committees. Such policy recommendations may apply either to state-support programs or to those offered through any division of extended learning.
    - a. Graduate Council may serve as a sub-committee or referring committee to Academic Senate committees including FAC, EPC, APRC and CRAC. Each may refer requests for policy concerns related to:
      - i. New graduate programs, changes in graduate programs, or other policy issues related to graduate studies;
      - ii. Adoption or modification of graduate degree programs and curricula (or special graduate certificate and non-degree programs);
      - iii. The general scope and priority of graduate programs;
      - iv. General University academic standards for post-baccalaureate work within the framework of pertinent Title V code provisions.
    - b. Under all circumstances, close liaison and consultation between the Graduate Council, the curriculum office, CRAC, EPC and APRC will be maintained.

## **II. Membership:**

- One faculty representative with experience as a graduate coordinator, chair or director of graduate program, to be chosen from each College;
- Two additional faculty representatives with experience with a graduate program, appointed by the Academic Senate, to ensure broad representation from the following: 1) liberal arts, 2) creative arts, 3) business, 4) education, 5) ethnic studies, 6) applied health sciences, 7) humanities, and 8) natural sciences, 9) engineering, and 10) social sciences. in consultation with the Graduate Council. Nominees for these positions will be solicited by the Senate Executive Committee in consultation with the Graduate Council to help ensure disciplinary balance on the GC;
- One representative appointed by the Educational Policies Council;
- One representative appointed by the Faculty Affairs Committee;
- One graduate student selected by Associated Students;
- Dean of Graduate Studies or designee, ex officio

The Council Chair will be elected by the Graduate Council faculty members.

College and Academic Senate faculty representatives shall serve staggered three-year terms. The EPC, FAC, and graduate student representatives will each serve for one year.

The Graduate Council will file an annual report with the Academic Senate and will be invited to present on its activities once per year.